

# **READVERTISEMENT**

**\*Please note addition of training assignment, and updated Education/Experience section and transcript deadline.**

**State of Montana  
Department of Public Health and Human Services  
PO Box 4210 Helena, MT 59604**

## **VACANCY ANNOUNCEMENT**

**January 18, 2008**

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<b>TITLE:</b>	Budget Analyst
<b>POSITION NO:</b>	32082
<b>LOCATION:</b>	Human & Community Services Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	Non
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$39,807 - \$54,734 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	No

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Monday, February 4, 2008**. For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** Transcripts are due at time of application. Some overtime and travel for training may be required. Overtime is associated with division budget development and during legislative sessions.

If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess all but two years of significant professional accounting experience. Salary depends upon education and experience.

**TYPICAL DUTIES:** This position serves as the Budget Analyst for the division's Administrative Bureau and the Public Assistance Bureau in relation to the county Offices of Public Assistance (OPA). This position provides oversight to the budgeting and accounting functions associated with the OPAs, to include equipment contract management and rental leases. The incumbent

develops budget goals and strategies in relation to the operation of the OPAs; coordinates with other divisions and agencies in the relocation of OPA offices; maintains the status FTE for the division and provides the bureau chiefs with vacancy status reports; and coordinates the cost allocation and budget reports on a monthly and annual basis for the OPAs. This position supervises one accounting technician and provides training; and functions as the acting Fiscal Bureau Chief in that individual's absence.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of public assistance programs (Temporary Assistance to Needy Families [TANF], Food Stamps, and Medicaid; contract and budget monitoring processes; principles and practices of public administration including organizational analysis; principles and practices of governmental accounting (GAAP); executive budgeting and legislative appropriation processes; basic computer software applications such as Word and Excel; and the operation of the Statewide Accounting, Budgeting and Human Resource System (SABHRS), the Montana Budget Analysis and Reporting System (MBARS), agency contracts and client-tracking system (AWACS), and the agency procurement system, Purchasing Entry Receiving Query System (PERQS).

Skills: Skill in organization; budgeting; accounting; analytical and quantitative reasoning; and oral and written communication. SABHRS and MBARS experience preferred.

Abilities: Ability to read, interpret, and apply state and federal rules and regulations in accounting for program expenditures and revenues; apply and use personal computer applications in writing reports, processing payment requests and refunds, analyzing program budgets, managing contracts, preparing statistical reports, and carrying out everyday work; interpret complex financial data and formulate solutions/recommendations to resolve issues; work independently and in a team setting; analyze, understand and develop solutions to database, accounting and financial management problems; provide written and verbal communication about bureau programs; provide effective training to program staff and contractors in the proper use of assigned grants; and apply principles and concepts of budgeting, accounting, and management information.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in accounting, finance, Public Administration, or related field **AND** two years of professional accounting experience (budgeting, accounting, auditing, contract monitoring, federal reporting, or program management) **OR** Associate's degree in same fields **AND** four years of professional accounting experience (budgeting, accounting, auditing, contract monitoring, federal reporting, or program

management), **OR** six years of professional accounting experience (budgeting, accounting, auditing, contract monitoring, federal reporting, or program management). Relevant experience may substitute for the formal education on a year-for-year basis. Other equivalent combinations of education and experience will be considered. Preferred: intermediate level accounting coursework; experience working with SABHRS/MBARS; and CPA certification.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Photocopy of transcripts for any coursework at a college or technical school are required and may be submitted at any time before or up until time of interview. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*).

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or

to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.